

**Minutes of Meeting
Grafton Planning Board
September 12, 2011**

SEP 28 8 51 AM '11

A regular meeting of the Grafton Planning Board was held on Monday, September 12, 2011 in Conference Room A at the Grafton Municipal Center, 30 Providence Road, Grafton, MA. Present for the meeting were Chairman Bruce W. Spinney III, Vice-Chair Stephen Qualey, Clerk James Walsh III, Robert Hassinger and David Robbins. Staff present was Town Planner, Stephen Bishop and Assistant Planner Ann Morgan.

Chairman Spinney called the meeting to order at 7:00 p.m.

ACTION ITEM 1-A – ANR 2011-2 – DAVID MASON – 122 KEITH HILL ROAD, SOUTH GRAFTON

Engineer Brian MacEwen was present to explain the ANR plan lot division to the Board, stating that Mr. Mason was taking a separate portion of back land and annexing it with an adjacent piece of land. Mr. MacEwen noted that the existing frontage and easement were not changing.

Mr. Hassinger expressed concerns that both lots have practical access over their own frontage and stated he did not want to approve something that was already wrong.

MOTION by Mr. Qualey, **SECOND** by Mr. Walsh, to direct Staff to sign the ANR.

DISCUSSION: Mr. Hassinger noted the correct language for a motion regarding an ANR plan was not stated.

AMENDED MOTION by Mr. Qualey, **SECOND** by Mr. Walsh, to approve ANR 2011-2 and to authorize the Planner to sign the plan on behalf of the Planning Board. **MOTION** carried 4 to 1, with Mr. Hassinger voting no.

Chairman Spinney received unanimous consent to take Action Item 1-C out of order.

ACTION ITEM 1-C – “WOODS AT STONEGATE”

Chairman Spinney noted that there had been an ambiguous report from the Fire Department concerning the subdivision's Determination of Completeness sign off which needed to be clarified.

Mr. Bishop reported that he had provided plan sets to the Fire Department regarding the hydrants in question, and received approval from Chief Gauthier and Assistant Chief Charest that the hydrants did match the locations on the recorded Definitive Plan.

Chairman Spinney received unanimous consent that with this clarification, the Determination of Completeness is complete for the “Woods at Stonegate”.

ACTION ITEM 1-B – CONSTRUCTION REVIEW – BRIELLE ROAD

Chairman Spinney asked the Board to give consideration to the information provided regarding the Brielle Road update, and overlook the late date it was received.

Mr. Bishop informed the Board that Toll Brothers had been very cooperative on many of the items and that all outstanding items had been completed with the exception of some minor revisions to the acceptance and as-built plans, as identified in Graves Engineering's most recent review.

Mr. Bishop suggested the Board move forward and approve the Brielle Road completeness since the Board of Selectmen had already scheduled a public hearing on September 20th to recommend road acceptance at Town Meeting. Mr. Bishop noted that the next Planning Board meeting was not until September 26th which would delay the recommendation at the Selectmen's meeting. Mr. Bishop suggested the Board give conditional approval subject to the additional items being completed.

Mr. Hassinger asked why the Board had not seen the road acceptance request for the warrant. Mr. Bishop explained that the request had been a Citizen's Petition which had been handled a little differently than normal due to a conditional agreement with the work completed to date.

MOTION by Mr. Hassinger, **SECOND** by Mr. Robbins, to grant conditional approval for the work completed to this point with regard to the determination of completeness request for Brielle Road. **MOTION** carried unanimously 5 to 0.

MINUTES OF PREVIOUS MEETINGS

MOTION by Mr. Robbins to approve the open session minutes of August 22, 2011 as drafted.

DISCUSSION: Mr. Qualey noted a Motion count correction.

AMENDED MOTION by Mr. Robbins, **SECOND** by Mr. Qualey, to approve the open session minutes of August 22, 2011 with the correction noted. **MOTION** carried unanimously 5 to 0.

STAFF REPORT

Mr. Bishop informed the Board that concerning Mill Villages Park, the Board of Selectmen had endorsed the second contract for John Todd regarding restorers in the canal, which will be coordinated with the EPA and the DEP. Mr. Bishop added that the Park is moving forward quickly with the stone walls in, the first set of trees planted and within a month's time the landscaping, seeding, the pavilion, and the bank. Mr. Bishop noted that the Park area held up very well throughout the hurricane and rain, with just a few low spots to be addressed.

**SP 2011-5 ST. ANDREW'S EPISCOPAL CHURCH, (APPLICANT/OWNER) –
APPLICATION FOR SPECIAL PERMIT/SITE PLAN APPROVAL UNDER SECTION
4.4.4 (SIGNS – SPECIAL CASES/RELIEF FROM DIMENSIONAL REQUIREMENTS) –
53 NORTH MAIN STREET**

Mr. Walsh read the legal notice and Chairman Spinney opened the public hearing. Maureen Temple was present for the applicant.

Mr. Qualey informed the Board that he is a member of the Masonic Lodge, a direct abutter to the Church, but that he had no financial interests with the Lodge.

Mr. Hassinger stated that his son was a member of the Masonic Lodge also, but he had not interest in the Lodge himself.

Chairman Spinney added that he did not see a reason for them to recuse themselves.

Ms. Temple stated that she was representing St. Andrew's Church for the replacement of an existing 25 square foot sign with a new 35 square foot sign. Ms. Temple noted that the old sign was straddling the property line, but the new sign would be ten feet back from the property line with the top of the sign overhanging by one foot. Ms Temple stated she was requesting a waiver from the 12 foot setback from the property line and a waiver from the application fee since they are a non-profit organization.

Mr. Hassinger asked if St. Andrew's had another sign on the property and how large it was. Ms Temple stated she did not know how large the sign is. Mr. Hassinger also noted that the current sign blocks the site line.

Mr. Qualey remarked that as long as the sign is not adding to the non-conformity, it is not in conflict. Mr. Hassinger asked how many other Churches in Town have internally illuminated signs. Ms. Temple was not able to answer the question.

The Board discussed the waiver requests and sign location with regard to site lines. Chairman Spinney informed Ms. Temple that in his opinion they were not able to waive application fees for non-profit organizations since there would be far too many requests. The Board noted that it was generally comfortable with what was proposed as long as the sign is placed back far enough so as not to interfere with the sight lines.

Mr. Hassinger expressed concerns that there is no plan on file with the changes discussed, that he would like the front edge of the sign set at 12 feet back, and an area staked out so that he could see what the site line would be.

Chairman Spinney asked Ms. Temple if the 12-foot setback from the front edge of the sign and the hours of operation from 11:00 p.m. to 6:00 a.m. were acceptable conditions. Ms. Temple stated they would be acceptable.

MOTION by Mr. Robbins, **SECOND** by Mr. Walsh, to close the public hearing and direct Staff to draft a decision.

DISCUSSION: Mr. Hassinger remarked that there will be no definitive on file document from the applicant stating what they will be erecting.

AMENDED MOTION by Mr. Robbins, **SECOND** by Mr. Walsh, to close the public hearing, leaving the record open for the revised sign documents to be submitted, and to direct Staff to draft a decision taking into consideration all of the information received and the findings and conditions discussed. **MOTION** carried unanimously 5 to 0.

MOTION by Mr. Qualey, **SECOND** by Mr. Robbins, to adjourn the meeting. **MOTION** carried unanimously 5 to 0.

The motion was adjourned at 8:07 p.m.

EXHIBITS

- **Item 2B: Construction Review, Brielle Road**
 - Memorandum, Grafton Department of Public Works re: Brielle Road, dated September 9, 2011, received September 12, 2011, 1 page.
 - Email Correspondence, Grafton Department of Public Works re: Streetlights, dated September 9, 2011, 2 pages.
 - Correspondence from Graves Engineering, Brielle Road (Brigham Corner) Construction Completeness Review, dated and received September 12, 2011, 2 pages.
 - Correspondence from Graves Engineering, Brielle Road (Brigham Corner) Acceptance Plan, As-Built Plan and Legal Description Review, dated and received September 12, 2011, 2 pages.
- **Item 5: Draft Meeting Minutes**
 - Grafton Planning Board, August 22, 2011, 6 pages.
- **Public Hearing 9A: St. Andrew's Episcopal Church (Applicant / Owner), 53 North Main Street, Signs – Special Relief**
 - Unbound application package submitted by the Applicant, received August 2, 2011 and consisting of the following:
 - Application for Special Permit, 1 page.
 - Application for Site Plan Approval, 1 page.
 - Project Description, 1 page
 - Waiver Request List, 1 page.
 - Proposed Sign Replacement Plot Plan, St. Andrew's Church, 53 North Main Street, prepared by Norman Hill, 8 ½ x 11", black & white, dated July 9, 2011, 1 page.

- Plan, Existing Sign, 8 ½ x 11", color, no date.
- Sheet SK-1, Proposed Location of New Sign, St. Andrew's Episcopal Church, 8 ½ x 11", black & white, no date, 1 page.
- Existing Conditions, color photograph, 8 ½ x 11", no date, 2 pages.
- Sign Specifications prepared by Stewart Sign Company, proposal generated May 26, 2011, 4 pages.
- o Zoning Determination, Building Department, dated September 9, 2011, received September 12, 2011, 1 page.
- o Photographs of site and other related sites, presented by Planning Board Member Robert Hassinger at the Public Hearing, September 12, 2011, 4 x 6", color, 14 photos.



James Walsh III, Clerk

